

Checklist for Accreditation Documentation

You will need to upload the following documents to support your voluntary accreditation application.

Essential

- ☐ #2 – Copy of city/county ordinance showing when library was legally established. (If renewal, we already have this.)
- ☐ #9 – Documentation of trustee continuing education: 15 hrs. at this level. Must be earned by more than one trustee.

Enhanced

- ☐ #35 – Copy of minutes or board meeting where bylaws were reviewed.
- ☐ #36 – Copy of minutes or board meeting where policies were reviewed, or link to policies on library website.
- ☐ #38 - Documentation of trustee continuing education: 30 hrs. at this level. Must be earned by more than one trustee. No more than 15 can be earned online.
- ☐ #42 – Copy a program evaluation. *If renewal*, one for each year (3 years) since last application (**total of three evaluations**). Program evaluation should focus on *outcomes achieved* (what good did you do?)—not just how much it cost and how many attendees.
- ☐ #44 – *If your library doesn't charge a nonresident fee*, copy of city/county board minutes where the topic was discussed.
- ☐ #53 – Copy of the library's collection development policy, or link to CD policy the library website.
- ☐ #54 – Copy of the library's technology plan or board minutes at which plan was reviewed.

Exemplary

- ☐ #61 – Copy of the minutes of board meeting where the director was evaluated.
- ☐ #63 - Documentation of trustee continuing education: 45 hrs. at this level. Must be earned by more than one trustee. No more than 15 can be earned online.
- ☐ #64 – Copy of the library's strategic plan, or link to the plan on the library website.
- ☐ #66 - Copies of one teen, one adult, and one children's program evaluation. *If renewal*, one for each year (3 years) for each age group since last application (**total of nine evaluations**). Program evaluations should focus on *outcomes achieved* (what good did you do?)—not just how much it cost and how many attendees.
- ☐ #77 – Copy of the library's marketing/public relations plan, or link to the plan on the library website.
- ☐ #79 – Copy of the actual survey; library board minutes where survey results were discussed.